## VMR-VRO CHECKLIST BANK ACCOUNT (ACH)-CHANGING BANK INFORMATION

Narrative - Bank Account (ACH) information can be added with the proper authorization.

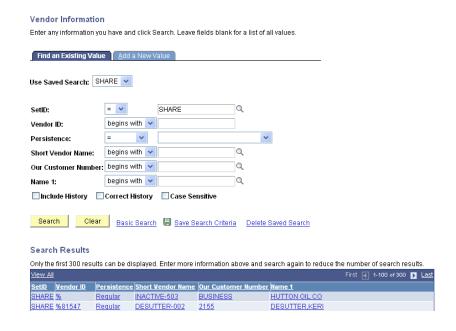
Do not change or adjust ACH information on cities, counties, schools, interfaces or any location identified for a state agency because they may have a specific type of bank account because of certain types of grant payments. Changes to these types of accounts can result in numerous problems. Refer any ACH changes for these entities to the Vendor Registry Office.

<u>Guideline Reference</u>: Bank Account (ACH) – Changing Bank Information

Navigation - Vendors>Vendor Setup/Maintenance>Vendor Information

## Instructions -

1. SetID: SHARE



- 2. Enter your search criteria.
- Click on the selected vendor.

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4. Click on the Location tab.

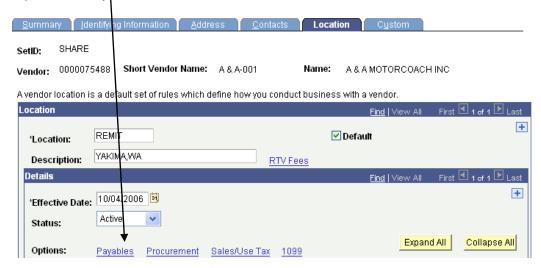


5. Add a new row to the location detail containing the ACH information.



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6. Open the Payables link.



7. Click on the Vendor Bank Account Options.



- 8. The existing bank information will appear, simply delete the data in the fields and enter over the new information. Do not add another row using the <u>+</u> icon in the upper right corner.
- Click 'OK'
- 10. Add a note in the comments indicating who and why the ACH was changed.
- Fax (701-328-0108) the paperwork authorizing the ACH change to the Vendor Registry Office.

Feel free to contact the Vendor Registry Office at <a href="mailto:spovendor@nd.gov">spovendor@nd.gov</a> for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.